



## **WORKFORCE DEVELOPMENT COUNCIL**

317 W. Main Street, Boise, ID 83735-0790

### **NOTICE OF MEETING**

Eastern Idaho Technical College

**Meeting Location: Room 541**

**Lunch Location: Cafeteria**

1600 S. 25<sup>th</sup> E.

Idaho Falls, Idaho 83404

➤ **Tuesday, September 17, 2002:**

9:00 a.m. – 4:00 p.m.

**Full Council:** EITC Room 541

➤ 12:00 – 1:00 p.m.: Working Lunch: Cafeteria @ EITC

**Hotel Accommodations:** Please make your room reservations as soon as possible. We have reserved a block of rooms at the WestCoast Idaho Falls, 475 River Parkway, (208) 523-8000 or 1-800-325-4000. Contact them prior to August 29 and tell them you are attending the Workforce Development Council meeting (Booking No. 1665) to get the special rate of \$55 for a single/double room. Please specify smoking/nonsmoking room. Billing for single room charges for Council members/alternates will be sent to the Idaho Department of Labor for direct payment. Members/alternates should pay incidentals and any additional guest charges and complete a Travel Form for authorized expenses. Interested parties will be responsible for their room charges; should you desire to set up direct billing with the hotel, please contact Tami, ext. 145, directly. Cancellation policy: 4:00 p.m. that day. The WestCoast provides shuttle service to and from the airport. If the shuttle is unavailable, you can be reimbursed for taxi fare to and from the hotel.

**Airline Reservations:** You will need to make travel arrangements as soon as possible to get the best airfares. Request the State of Idaho government fare if it is available from your area and if it is the lowest fare.

**Travel Form:** Council members/alternates will be reimbursed for travel. Members/alternates driving their private vehicles will be reimbursed at the rate of .365 cents per mile based on the State's Travel Mileage Chart. Members/alternates who are state employees will be reimbursed according to the Board of Examiners' rules. The in-state per diem allowance is \$30/day, which includes all tips and gratuities. The breakdown for each meal is: \$7.50 for breakfast, \$10.50 for lunch and \$16.50 for dinner.

**Parking:** The WestCoast provides parking adjacent to the hotel complex. Information about parking at EITC will be included in the Council packet.

**Special Accommodations for Persons with Disabilities:** If you have any special needs that we can address, please notify Alice Taylor no later than 7 days in advance of the meeting. Thank you.

For further information:

**On logistics:** Please contact Alice Taylor, Workforce Systems, Idaho Department of Labor, phone (208) 332-3570 ext. 3313, FAX (208) 332-7417 or e-mail [ataylor@labor.state.id.us](mailto:ataylor@labor.state.id.us)

**About the Workforce Development Council:** Please contact Allison McClintick, Office of the Governor, phone (208) 334-2100.